CHALLENGE AMERICA
APPLICATION CHECKLIST

BEFORE APPLYING (By at least 3/24/16)

☐ Register/Renew with the System for Awards Management
☐ Register/Renew with Grants.gov

STEP 1:GRANTS.GOV (By at least 4/5/16 for the April 14 deadline)

☐ Submit the **SF-424** (Application for Federal Domestic Assistance) through Grants.gov

STEP 2: NEA GRANTS ONLINE™ (NEA-GO)

☐ Log in to Grants.gov and go to "Check My Application Status" to get your Grants.gov tracking number and agency tracking number to use as your username and password for NEA-GO. NEA-GO will be open April 28-May 5, 2016.
☐ Complete & submit the **Grant Application Form (GAF) by 11:59 pm ET on May 5, 2016**.

    ☐ Part 1: Organizational Information
    ☐ Part 2: Project Information
    ☐ Part 3: Project Budget
    ☐ Part 4: Items to Upload -- Required Work Samples (Excess pages and items not listed in the guidelines will be deleted.)

    WORK SAMPLES
    ☐ Video
    ☐ Audio
    ☐ Digital Images
    ☐ Documents
    ☐ Websites

    ☐ Part 5: Organization & Project Profile

RESOURCES

☐ Watch the Challenge America webinar
☐ Watch the Grant Application Form tutorial
☐ Contact Challenge America staff with any questions

FULL GUIDELINES CAN BE FOUND AT: http://arts.gov/grants-organizations/challenge-america